

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individual for the position of **TRAVEL ASSISTANT** in the Executive Office of USAID/West Africa. Under the general direction of the Executive Officer, the incumbent is responsible for providing a full range of travel services for USAID/West Africa & Ghana Missions, including developing, organizing, and managing Mission travel requirements through a travel agency; providing informed advice to Mission staff on USG travel rules and regulations covering all aspects of travel, including on-going changes that may affect staff travel; preparation and submission of Travel Authorizations (TAs); coordination of required vehicles and scheduling pick-up and drop-off times; coordination for temporary accommodations for TDY visitors; and ensuring all travel related files contain up to date information.

Education & Prior Work Experience: A Diploma in Travel and Tourism is required. At least three to five years of progressive experience in travel, administrative/office management or related field is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

<http://www.usaid.gov/ghana/work-with-us/careers>

Salary Range: GH¢ 28,111.00 – GH¢ 42,168.00 p.a. (depending on qualification and experience)

Interested individuals should submit cover letter, Curriculum Vitae with references and relevant certificates to:

Regional Executive Office

USAID/West Africa

P.O. Box 1630, Accra

By Email to: acpersonnel@usaid.gov;

NOTE: When submitting your application via email, start the subject line with the position title **(TRAVEL ASSISTANT)**. Failure to state this and attach relevant certificates may disqualify applicant.

ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

Only short-listed applicants will be contacted:

CLOSING DATE: November 28, 2014

USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Note that this does not constitute any guarantee that a PSC will be awarded as a result of this announcement.